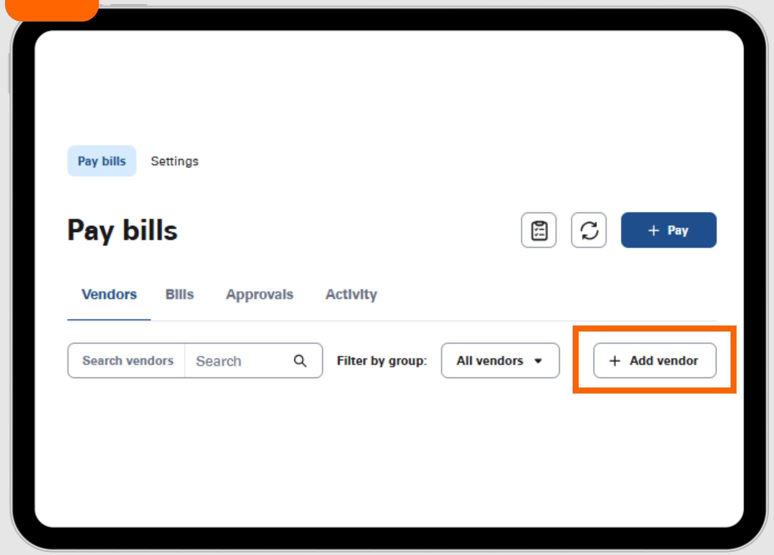
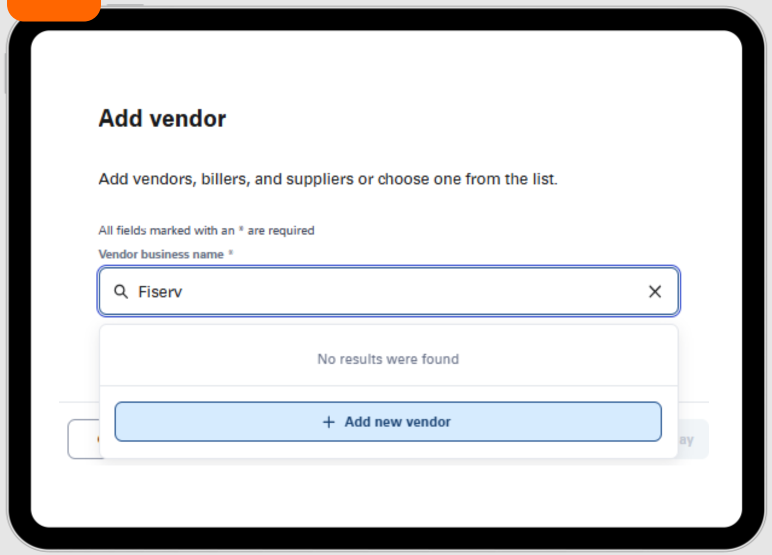
Add Custom Vendor

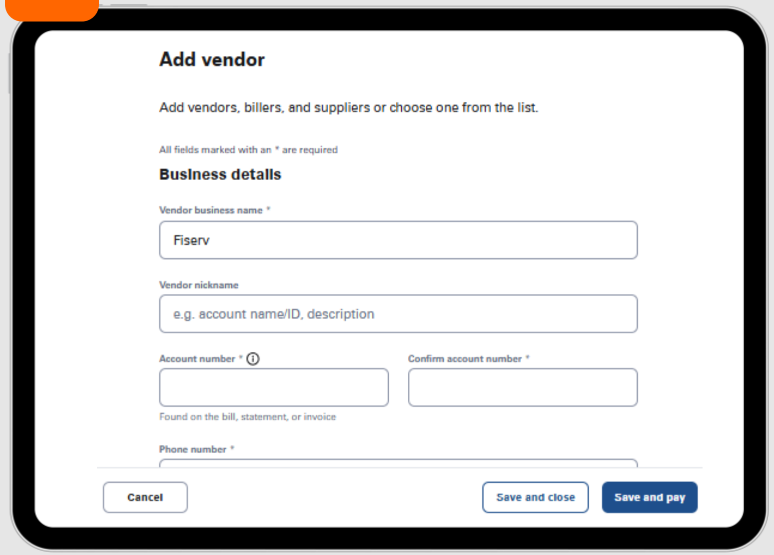
1



2



3



From the "Vendors" inbox, Click "+ Add vendor" button.

Search for the vendor name. If the vendor does not show in the directory, click the "+ Add new vendor" button.

Add the required information. Click "Save and close" or "Save and pay." The vendor will appear in the "Vendors" inbox.

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